

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
(415) 865-4370 Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SUPERVISING INTERNAL AUDITOR  
**LOCATION:** SAN FRANCISCO, CA  
**JOB REQUISITION:** 2723

### DEPARTMENT STATEMENT

The Finance Division provides an integrated program of budget planning, asset management, accounting, procurement, contract development and management, treasury services, and auditing for the State of California's judicial branch of government. It also provides accurate and timely financial data to the legislative and executive branches and other constituents.

The mission of Internal Audit Services is to assist the Judicial Council and its staff agency, the Administrative Office of the Courts, and all members of the judicial branch in the effective and efficient discharge of their administrative and operational responsibilities.

### RESPONSIBILITIES

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of internal audit staff;
- Recommends selection of staff, trains staff, and provides for their professional development, including identifying and proposing training and development workshops; and administers discipline as required;
- Directs the design, planning, scheduling and implementation of complex organization-wide audits with minimal direction;
- Supervises the internal auditors in the preparation of working papers, schedules, and audit reports related to audit assignments throughout the organization. Administers standardized audit procedures to ensure uniformity;
- Provides advice and guidance to audit staff on solutions to problems arising during audits or financial evaluations;
- Oversees audit entrance and exit conferences with court executive staff and AOC management explaining audit findings;
- Prepares and provides review of reports and presentations regarding audit findings. Recommends effective methods of audit resolution;
- Analyzes audit related situations and problems accurately and adopts an effective course of action to promote enforcement and uniformity of rules and regulations;
- Develops or makes recommendations on matters requiring new policy or changes to existing policy based on audit findings;
- Provides expert assistance and advice on the application of judicial policy, law and auditing procedures and techniques through written and oral communication with personnel in the superior courts, AOC, Judicial Council, legislative branch and executive branch;
- Prepares and submits weekly work plan updates to management;
- Responds to or assists contracted or other State of California auditors, as needed;
- Participates in the development and maintenance of the Trial Court Financial Policies and Procedures Manual;

- Evaluates legislative proposals, identifies potential problems, and makes recommendations accordingly; and
- Conducts special studies, reviews, or other related audit work.

## **QUALIFICATIONS**

Equivalent to possession of a bachelor's degree, preferably with major course work in accounting and four years of professional auditing experience, including a minimum of one year of supervisory experience.

OR

Two years as a Senior Internal Auditor or four years as an Internal Auditor with the judicial branch.

Additional directly related experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the four years of required experience.

- Knowledge of Generally Accepted Accounting Principles (GAAP), Practices, and Procedures;
- Knowledge of Generally Accepted Government Auditing Standards (GAGAS);
- Knowledge of Generally Accepted Auditing Standards (GAAS), specifically with regard to audits of financial statements of state and local government; and
- Knowledge of automated financial system applications.

This position requires travel statewide and may require evening and weekend hours. A valid California driver's license is required.

## **HOW TO APPLY**

To ensure earliest consideration of your application, please immediately, however this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/](http://www.courtinfo.ca.gov/careers/), and search for Job Req-2723, Supervising Internal Auditor. This position requires the submission of our official application and response to supplemental questions.

OR

To request a printed application, please contact:

Administrative Office of the Courts  
Human Resources Division  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102  
(415) 865-4272 Telecommunications Device for the Deaf

## **PAYMENT & BENEFITS**

### **SALARY RANGE**

\$6,977 - \$8,479 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits programs
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month

- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts is an Equal Opportunity Employer.**

**A supplemental questionnaire follows this announcement.**

**SUPPLEMENTAL QUESTIONNAIRE  
SUPERVISING INTERNAL AUDITOR (Req-2723)**

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. Your answers to all of the questions should be no longer than three pages in total. In each of your responses, please indicate for which employer you performed these functions.

1. Please describe your audit experience. Elaborate on your level of responsibility for the audits that you participated in and at what level of client management did you communicate.
2. Please outline the steps you would take in conducting an audit risk assessment. If you have prepared such an assessment in a previous organization, please elaborate.
3. Please describe your experience in writing customized audit programs.
4. Describe your experience supervising staff, training, and reviewing the work of others. Please include your job title, size of the team and the scope of your responsibilities.